

# TEXAS



## REAL ESTATE COMMISSION

### APPRAISER LICENSING & CERTIFICATION BOARD

#### JOB VACANCY ANNOUNCEMENT

#### Texas Appraiser Licensing & Certification Board Standards & Enforcement Services Division

<b>State Classification:</b>	Appraiser III	<b>REPOST</b>
<b>Job Posting Number:</b>	1205-18AB	
<b>Group / Class Number:</b>	B21 / 2065	
<b>Salary:</b>	\$3,894 - \$4,500 / month	
<b>Travel Requirement:</b>	Ten percent (10%). Must provide own transportation.	
<b>Minimum Education:</b>	Graduation from an accredited four-year college or university. Four years of relevant experience may be substituted for a degree.	
<b>Required Experience/Knowledge:</b>	<ul style="list-style-type: none"><li>• Certified Real Estate Appraiser.</li><li>• Minimum of four years experience as an investigator in an enforcement agency or appraiser conducting review appraisals.</li><li>• Excellent organizational skills and an ability to prioritize and manage an investigation and hearing caseload.</li><li>• Excellent word processing skills.</li><li>• Excellent oral and written communication skills.</li><li>• Ability to cordially work with other employees, supervisors, and the general public.</li><li>• Knowledge of appraisal principles, techniques, and procedures and of state and federal laws pertaining to real estate.</li><li>• Skill in using personal computers and applicable programs, applications, and systems; in preparing and maintaining documents, records, and reports; and in writing and interpreting complaints, appraisal reports and legal standards.</li><li>• Ability to investigate complaints against appraisers or appraisal management companies, to prepare investigative reports, to communicate effectively, and testify in a court of law.</li><li>• Ability to travel to conduct in-person interviews of witnesses and collect evidence.</li><li>• Familiarity with Multiple Listing Service (MLS) systems.</li></ul>	
<b>Preferred Experience/Knowledge:</b>	<ul style="list-style-type: none"><li>• General Certified Real Estate Appraiser (or willing and able to obtain).</li><li>• Knowledge of the Texas Appraiser Licensing and Certification Act, Texas Occupations Code Chapter 1103, and corresponding Texas Appraiser Licensing &amp; Certification Board Rules (or ability to study prior to employment).</li><li>• Knowledge of the Texas Appraisal Management Company Registration and Regulation Act, Texas Occupations Code Chapter 1104, and corresponding Texas Appraiser Licensing &amp; Certification Board Rules (or ability to study prior to employment).</li><li>• Knowledge of the formation and operation of various business entities.</li><li>• Knowledge of the Uniform Standards of Professional Appraisal Practice.</li></ul>	
<b>Job Description:</b>	<ul style="list-style-type: none"><li>• Investigate complaints against appraiser and appraisal management companies.</li><li>• Prepare written investigative reports and prepare exhibits and documents for hearings.</li><li>• Interview witnesses and parties to the complaint.</li><li>• Testify in a court of law regarding investigations conducted.</li><li>• Maintain and manage a caseload of investigations and hearings.</li><li>• Perform other duties as assigned.</li></ul>	

**Posting Date:** August 29, 2012

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**Closing Date:** Until Filled

**To Apply:** Submit State of Texas Employment Application, a cover letter detailing how your experience ties into the duties of the position and a writing sample to:  
[human.resources@trec.texas.gov](mailto:human.resources@trec.texas.gov)

**Contact:** Michelle Fiorentini, SPHR, Human Resources (512) 936-3586